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Forward Thinking, High Achieving.

November 14, 2014

Re: Administrative Retreat December 3, 2014

Dear Administrative Staff,

I want to thank you for making the start of this school year a resounding success. We are all in the thick of conferences, report cards, grant applications, annual reporting deadlines and in the midst of everything, we are implementing new processes and programs across the district.

It is always important to gather our leadership team to ensure that we are all working toward common goals. It is even more critical to gather now given that across the district we are in the midst of a change process.

On Wednesday, December 3rd, we will gather in Room 24 of the Administration Building for our second of three Administrative Retreats in the 14-15 school year. The workshop will begin at 3:00 p.m. and conclude at 6:00 p.m. and there will be light refreshments served. This three-hour session will include work on our Enneagram Leadership Type, work on Global Communication Competencies and further development of your Leadership Development Plan.

Within this packet, you will find the preparation materials for the session. As indicated in the enclosed Agenda, plan on 2-3 hours of preparation time for the Winter Leadership Retreat.

We are lucky to get to work with such a strong, energetic, caring Leadership Team. We look forward to a very productive time together. I believe that we will all enjoy and benefit from this effort as it relates to creating important relationships with the people we supervise and work with every day.

I look forward to seeing all of you on Wednesday, December 3rd.

Best regards,